
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: NOVEMBER 2013 MONTHLY REPORT
DATE: JANUARY 3, 2014

This is the Town Manager's Report for December 2013. Department specific monthly reports are attached.

General

- The new skating rink has been installed and was in use on Tuesday, December 30, 2013. A great group of volunteers arranged for donated services and raised the money to level the ground, install a frost free hydrant and purchase a new liner and side boards.
- The total cost of the new Server including installation and support software for Tracy Hall was \$17,202.64.
- The results of the equalization study were received from PVR. A copy is attached.
 - The IAAO recommends that the COD be between 0.90 and 1.10 to maintain horizontal equity and the PRD be between 0.98 and 1.03 to maintain vertical equity. PVR requires a reappraisal if the CLA drops below 80 or the COD above 20.
 - Coefficient of Dispersion (COD) - The coefficient of dispersion is a measure of equity. It shows how fairly distributed the property tax is within a town. A high COD means that many taxpayers are paying more than their fair share and many are paying less than their fair share. If a town's COD is higher than 20%, a town is required by PVR to reappraise.
 - Common Level of Appraisal (CLA) - The common level of appraisal is the education property value (listed value) divided by the equalized education property value. Vermont law requires property to be assessed at 100% of its fair market value. If the CLA falls below 80%, a town is required by PVR to reappraise.
 - Price-Related Differential (PRD) - The PRD is used to determine whether assessment practices are progressive or regressive. A PRD above 1.03 tends to indicate assessment regressivity (lower-valued properties assessed at higher ratios). A PRD below 0.98 tends to indicate assessment progressivity (higher-value properties assessed at higher ratios).
 - The results of the equalization study follow as well as the results of the 2012 study. The 2013 results are well within the IAAO recommendations and indicate a high level of horizontal and vertical equity in the Grand List.

	2012	2013
CLA	99.73%	99.33%
COD	14.32%	5.45%
PRD	1.03%	1.01%

Projects

- Communications System Upgrades.
 - The tower has been erected and antennas, feed line generator and other items have been installed. The Fire, Police and Public Works radio communications were changed to antennas at the top of the tower on Wednesday, December 4, 2013. This resulted in a significant improvement in the radio communications capability for the three departments.
 - The Public Works radio system was connected to Hanover Dispatch on December 31, 2013. This is an important safety upgrade since it provides access to a dispatch facility that is available 24/7.
 - The following table shows the cost of the communications systems upgrades to date.

Total	\$ 446,879
HSGP Grant	\$ 92,370
Net	\$ 354,509

- Facilities Studies – Bread Loaf is continuing work on Part 4, the alternative development and analysis. A joint meeting of the Selectboard and Capital Facilities Planning and Budgeting Committee is scheduled for Wednesday, January 29, 2014. A representative from Bread Loaf will be attending the meeting.
- Norwich Pool Permitting – No change.

Finance Department

- Delinquent taxes due at the end of December were \$166,711. Last year at this time delinquent taxes due were \$116,958.
- The final 2013 audit was received. The audit found no material deficiencies and had no findings or recommendations for improvements.

Police Department

- Four of the 130 calls for service were outside of the officer's normal work schedule.
- Phil Brunelle was hired as a part-time officer. He previously worked part-time for the Department from 2006 until 2012.
- Norwich officers participated in the Thanksgiving and Christmas holidays Click It or Ticket campaign.

Public Works Department

- The following table shows winter maintenance activities.

Monthly Town Manager's Report

Page 3 of 3

Activity	This month	This season, so far	Last year at this time
Callouts	8	16	15
Plowing	4	4	9
Treating the pavement	16	24	14
Sanding	15	21	16
Sidewalks	10	15	17
Snow removal	3	3	1



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Phone: (802) 828-5860
Fax: (802) 828-2824

Agency of Administration

December 19, 2013

Town Clerk
Town of Norwich
PO Box 376
Norwich, VT 05055

RECEIVED

DEC 23 2013

TOWN MANAGER'S OFFICE

Division of Property Valuation and Review
Certified Equalized Education Property Value (Effective 1/1/2014)

This letter serves to notify you of the results of the Division's 2013 equalization study. We are required to annually certify the equalized education property value (EEPV) and coefficient of dispersion (COD) for each Vermont school district. 32 V.S.A. §5406. For your municipality these values are:

Equalized Education Property Value:	\$699,748,000
Coefficient of Dispersion:	5.45 %

The equalized education property value is the sum of:

- 1) the aggregate fair market value of all non-residential and homestead property required to be listed at fair market value;
- 2) the aggregate use value of all property enrolled in use value appraisal;
- 3) the aggregate value of property established under a local agreement in accord with 32 V.S.A. §5404a.

The coefficient of dispersion (COD) is a measure of uniformity of appraisal for all properties in the grand list. It measures the average deviation from market value of sold properties from the average townwide level of appraisal. A coefficient of dispersion of 0.00% is perfect as it indicates absolute fairness insofar as every taxpayer is appraised at exactly the same percentage of fair market value. Such perfection is impossible to achieve and COD's close to zero usually indicate sales chasing.

The higher the COD, the greater the disparity in how properties are assessed in that town. A COD of 10% or lower is considered to reflect a relatively high level of equity across taxpayers' assessments.

Included with the listers' copy of this notice is a report showing the sales and, where necessary, appraisals used in the study. A town or city may petition the director of Property Valuation and Review for a redetermination of the EEPV and/or COD. 32 V.S.A. §5408. All petitions must be in writing and signed by the chair of the legislative body of your town or city. Petitions should contain a plain statement of the matters being appealed and a statement of the remedy the



municipality is seeking. **Petitions must be received in my office by the close of business on the 30th day following receipt of this notice by the clerk.** Additional instructions on appeals can be found in the booklet described below.

Additional study results include:

Education Grand List (from 411):	\$6,950,653
Equalized Education Grand List:	\$6,997,480
Common Level of Appraisal:	99.33 %

The education grand list is one percent of the total assessed value of taxable property (including cable, if applicable) as reported on form 411. The equalized education grand list is one percent of the equalized education property value. The education grand list is divided by the equalized education grand list to determine the common level of appraisal (CLA). As such, the CLA provides a town or citywide comparison of your total listed value to our estimate of total fair market value.

There is a brief explanation of the reported values and how they were determined in our publication entitled "Introduction to Vermont's Equalization Study." (This booklet can be found on the Tax Department's website. Go to: <http://www.tax.vermont.gov/pvr.shtml> and click on Equalization Study Intro.)

If you have any questions, please contact your district advisor or call 828-5860.

Sincerely,



William E. Johnson, Director
Property Valuation and Review

cc: Chair, Board of Listers
Chair, School Board
Chair, Select Board
Superintendent of Schools

Norwich		14450		Education		Municipal		Education		Municipal		Average LV	
School District ID:	Category	Property Count	ED Form 411 Listed Value	CUSE Value	Listed Value Excl. CUSE	Listed Value Excl. CUSE	Applied Ratio	Equalized Value	Equalized Value	COD	Incl. St. Exemption		
145	R1	790	314,967,000	0	314,967,000	314,855,700	98.53	319,666,092	319,553,131	5.19	398,552		
	R2	487	300,748,500	1,098,200	299,650,300	299,590,300	100.42	299,495,232	299,435,483	3.23	656,433		
	MHU	2	8,800	0	8,800	8,800	99.10	8,880	8,880	0.00	4,400		
	MHL	14	1,925,400	19,400	1,906,000	1,906,000	99.10	1,942,710	1,942,710	0.00	161,350		
	S1	6	590,500	0	590,500	590,500	99.10	595,863	595,863	0.00	98,417		
	S2	13	2,278,300	66,600	2,211,700	2,211,700	98.79	2,298,386	2,298,386	0.00	271,223		
	COMM	47	31,360,200	0	31,360,200	30,794,600	98.79	31,744,306	31,171,779	0.00	655,204		
	CMA	7	7,109,300	0	7,109,300	5,594,500	98.79	7,196,376	5,663,023	0.00	79,214		
	IND	0	0	0	0	0	0.00	0	0	0.00	0		
	UE	4	7,627,900	0	7,627,900	7,627,900	100.00	7,627,900	7,627,900	0.00	1,906,975		
	UO	0	0	0	0	0	0.00	0	0	0.00	0		
	FRM	10	7,063,000	156,500	6,906,500	6,872,400	98.79	7,147,592	7,113,075	0.00	915,710		
	OTH	22	4,762,700	0	4,762,700	4,762,700	91.26	5,218,825	5,218,825	11.42	216,486		
	WOOD	0	0	0	0	0	0.00	0	0	0.00	0		
	MISC	148	15,359,100	489,800	14,869,300	14,829,300	98.79	15,541,222	15,500,732	12.92	175,684		
		1,550	693,800,700	1,830,500	691,970,200	689,644,400	98.79	698,483,385	696,129,786	5.45	175,684		

PERSONAL PROPERTY:		Cable:	1,264,600	Inventories:	1,264,600	Inventories Exempt:	0						
		Machinery and Equip:	0	Inventories:	0	M and E Exempt:	0						
TOTAL PERSONAL PROPERTY:			1,264,600		1,264,600		0						
GRAND TOTAL (REAL and PERSONAL PROPERTY):			\$693,234,800		\$689,644,400		99.33	\$699,747,985		\$696,129,786		5.45	Townwide COD

LISTED VALUE of CONTRACTS AND EXEMPTIONS		Total Grandfathered Exemptions:		0
Total Approved VEP:	0	Total Municipal Contracts (Owner Pays Ed. Tax):	0	0
Total Approved TIF District:	0	Total Special Exemptions Value:	0	0
Total Non-Approved Exemptions:	2,175,800	Total Current Use Reduction Value:	33,385,800	0
Total Partial-Statutory Exemptions:	0	Total PVR-Applied - MGL/EGL:	0	0
Total Veterans Exemptions EGL:	50,000	Total PVR-Applied - EGL:	0	0
Total Veterans Exemptions MGL:	200,000	Total PVR-Applied - MGL:	0	0

Certified to County: \$699,748,000
 Certified to State: \$699,748,000

CUSE Values Used in Computations: Certified

Equalization Study - 2013

Norwich 14450 CUSE Reappraisal CLA: 1.0000

Category	Building Value	Use Value (Land Enrolled)	Use Value Divided By CLA	Total Cuse Subtracted From 411 LY (Col 1 + Col 2)	Total CUSE Incl. in EEGL (Col 1 + Col 3)
	Col 1	Col 2	Col 3		
2 R2	0	1,098,200	1,098,200	1,098,200	1,098,200
4 MHL	0	19,400	19,400	19,400	19,400
6 S2	0	66,600	66,600	66,600	66,600
12 FRM	0	156,500	156,500	156,500	156,500
15 MISC	0	489,800	489,800	489,800	489,800
TOTALS	0	1,830,500	1,830,500	1,830,500	1,830,500

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us

December 31, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for December 2013

- Delinquent Tax Collections through December were \$ 1,826. making delinquent taxes due at the end of December \$ 166,711. Penalty collected was \$ 146. and interest \$ 1,795. for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 116,958.
- Current year tax payments made during December were \$ 211,507.
- December Accounts Payable was \$ 1,701,666 and Payroll \$ 77,198.
- Attended a NEMRC workshop on fringe benefits and calendar year end activities for processing W 2's and 1099's.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: January 2, 2014

Fire and FAST Department

Our recruiting banner generated a large number of responses. We have two applications pending which will help replace the members who have moved out of the area. Department members assisted the Recreation Department with filling the skating rink. We provided technical assistance to residence on a variety of topics such as wood stove safety, fire alarm systems, and general fire safety.

Incidents

There were 13 fewer incidents in 2013 than in 2012. There are numerous variables regarding the number of incidents so it is not realistic to try to predict a trend. The number of incidents has remained in the 200 -250 range for at least the last five years.

We responded to the Norwich Inn for an odor of smoke. Responding members discovered an overturned hot plate under a table that burned the carpet. The staff discovered it before there was enough heat or smoke to activate the fire alarm or sprinkler system.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	14	10
Auto Fires	0	0	5
Wildland Fire	0	2	3
Other Fires	0	0	1
Medical	5	82	100
Vehicle Crashes	3	24	22
Hazardous Conditions no fire	2	17	17
Service Calls	1	25	22
Good Intent Calls	2	31	29
False Alarms	2	38	36
Other	0	1	2
Total	16	234	247

Training

Dr. Sean Uiterwyk, a Norwich resident, provided training on anaphylaxis and allergic reactions to the FAST Squad. Several members recertified their CPR skills. Fire training included an inspection of personal protective equipment, respirator fit testing, and fireground search techniques and methods of moving fire victims to safety.

Emergency Management

The DPW mechanic and private contractors repaired the generator at Tracy Hall again. The repairs included the installation of a new radiator core. DPW performed the work but the core was over \$2,000. This generator is a “high maintenance” piece of equipment but it is essential to our community. Two emergency management committee members participated in a webinar on the “Use of Social Media during Emergencies”. We are preparing training on the new Global Harmonization System for labeling hazardous materials used and stored in the work place.



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

January 2, 2014

RE: December 2013 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of December 2013.

Officers responded to 130 calls during the month of December and of those calls four (4) were outside the officers' work schedule, meaning officers responded four (4) times during the month of December for incidents outside the normal work hours.

Norwich Officers participated in the Thanksgiving Holiday Click It or Ticket Campaign which ran through December 2. This campaign allowed for extra patrols focusing on occupant safety i.e. seatbelt use, aggressive driving, texting while driving ect..

Norwich Officers participated in the Christmas Holiday Click It or Ticket Campaign which ran through January 1, 2014. This is a DUI campaign and focused on impaired drivers and keeping our roadways safe for those traveling during the holiday.

Norwich Police Department has hired Phil Brunelle as a Part Time officer for the department. Phil has previously worked for the department from 2006 until 2012 as a part time officer before accepting a temporary assignment in Antarctica. Phil will be filling in shifts for officers that are on vacation, training and other days off.

Norwich officers recovered a stolen vehicle out of New Hampshire. The vehicle was involved in a Crash in Norwich and as a result of the investigation a 16 year old New Hampshire youth is facing criminal and alcohol charges in Vermont and/or New Hampshire.

REMINDER: WINTER PARKING REGULATIONS: *Parking is prohibited on all roads and streets in the Town of Norwich between 11:00 pm and 8:00am during the period of November 1 to April 30. Violators of this section shall be ticketed and may have their vehicles towed. Vehicle owners shall be responsible for the costs of such towing and vehicle storage.*

ACTIVITY

CALL TYPES	December 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	15	22
Stolen Vehicle	1	8	3
Vehicles Crashes	9	91	67
Intrusion Alarms	4	70	94
Frauds	3	38	34
Receiving / Selling Stolen Property (FELONY)	1	1	3

1. Over Time Hours	4 hours
2. Sick Time Hours	26 hours
3. Vac/Hol/Per Time Hours	16 hours
4. Part Time Officer Hours	40 hours
5. Total #of calls responded to	130 calls
6. Training Hours	75 hours (Training for New Hire)
7. Grant Funded Hours	33 hours (GHSP)

TRAFFIC ENFORCEMENT December 2013

Motor Vehicle Stops	63
Traffic Tickets	33

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police





TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: December 31, 2013

Part of this month's report will come from an excel program that provides statistics for all Public Works functions. I am forwarding this to you electronically.

Winter Maintenance:

Activity	This Month	This Season, so far	Last Year at This Time
Callouts	8	16	15
Plowing	4	4	9
Treating the Pavement	16	24	14
Sanding	15	21	16
Sidewalks	10	15	17
Snow Removal	3	3	1

From the Daily Log:

- Thursday, December 5: We spot-sanded Turnpike, New Boston, Bragg Hill, and the Beaver Meadow area this morning. We checked Kerwin Hill and Hawk Pine for slippery spots, sanding as necessary.
- Friday, December 6: Because of rain overnight, I had everyone check their sand routes and apply sand as necessary.
- Monday, December 9: We treated the parking lots at Tracy Hall, Police/Fire, and Marion Cross School. After that he went on to the sidewalks. Paul took Truck #8 and treated the steepest hills on the pavement. After lunch we treated all of the pavement and then sanded all of the steepest hills. Sonny redid the sidewalks.
- Tuesday, December 10: Because of snow overnight, everyone except Sonny was in at 5:00. Sonny was in at 6:00. Everyone treated the pavement. Sonny did the sidewalks. After that, Paul, Gary, and Neal sanded all of the gravel roads.
- Wednesday, December 11: Because of light snow overnight, Paul checked all of the paved roads, treating as necessary.

- Thursday, December 12: Because of snow overnight, I called everyone in at 4:45 a.m. We treated all of the pavement and sanded all of the gravel roads. Sonny did the sidewalks. Sonny finished at 10:00.
- Friday, December 13: After lunch, because of persistent snow showers, I had Mike, Paul, Gary, and Neal check all of the paved roads and treat them as necessary. After that, Gary checked Bragg Hill and sanded Chapel Hill North and South because of a complaint. Neal checked the gravel on Turnpike Road and New Boston Road and sanded as necessary. After lunch, Sonny worked with Bob Barden, training him on the sidewalk tractor.
- Sunday, December 15: Because of heavy snow overnight, I called everyone in at 2:00 a.m. Everyone plowed their designated routes twice. After that, we treated all of the pavement. Bob did the sidewalks. Everyone finished at 2:00 p.m.
- Monday, December 16: Everyone was in at 4:00 a.m. except Sonny who was in at 3:00 a.m. and Bob Barden who was in at 4:30 a.m. Sonny worked with Bob on the sidewalks. Everyone else sanded all of the gravel roads. After that, they treated the pavement as needed because of light snow toward daybreak and snow removal operations. Snow removal was done overnight.
- Tuesday, December 17: Neal was on the 938G Cat loader. Bob was on Truck #10. Paul was on Truck #8. They did snow removal in the following areas:
 - *Both sides of Town Hall
 - *The Route 5 side of Tracy Hall where the school parking is, cleaning up along the curb line so they have their parking spaces back.
 - *Beaver Meadow Road by the old store, picking up the snowpile.
 - *The snow by the nativity scene on Firehouse Lane
 Bob's truck broke down at noon. Neal and Paul worked until 2:30. At 3:00 this afternoon, because of snow covering the pavement, we treated all of the paved roads. Everyone finished at 5:00 p.m.
- Wednesday, December 18: Because of more snow overnight, I called everyone in at 2:30 a.m. We plowed all of the paved and gravel roads, treated the pavement, sanded all of the gravel roads, and did the sidewalks. We cleaned up all of our equipment and finished at 1:00 p.m.
- Thursday, December 19: Because of light snow early this morning, Paul checked all of our paved roads and treated them as necessary. He used Truck #8 and finished at noon. Neal was on the 430D Cat backhoe. Bob was on Truck #5. They spent the day picking up snow on Main Street. Paul joined them at noon with Truck #8.
- Friday, December 20: After lunch Neal, Gary, Mike and Paul checked their sand routes, applying sand as necessary.
- Monday, December 23: Gary, Paul, and Neal checked all of the gravel roads, applying sand as necessary.
- Tuesday, December 24: Because of black ice forming overnight, I called everyone in at 4:00 a.m. We checked all of the paved roads, treating as necessary. We checked all of the gravel roads, sanding as necessary. Sonny did the sidewalks.
- Thursday, December 26: Mike was on Truck #10, Gary was on Truck #8. Because of snow overnight, they checked all of the pavement and treated the slippery spots. Because of continuing light snow throughout the day, everyone treated the pavement after lunch.

After that they sanded the hills and corners on the gravel roads. Everyone finished at 4:00 p.m.

- Friday, December 27: Everyone sanded all of the gravel roads. Sonny did the sidewalks. They finished at noon.
- Sunday, December 29: Hanover Dispatch called at 5:00 p.m. to say that the roads were snow-covered and slippery. We treated all of the pavement. Everyone put their plows on and finished at 8:00 p.m.
- Monday, December 30: Because of snow overnight, everyone was in at 3:00 a.m. We plowed all of the paved and gravel roads. Bob did the sidewalks. After that we treated the pavement because of flurries during the morning and it was starting to freeze up. Everyone finished at 1:00 p.m.
- Tuesday, December 31: Gary, Paul, and Neal checked all of the gravel roads, sanding as necessary.

Roadside Mowing:

We were not able to finish roadside mowing this year because of an early winter. We did not mow along the pavement of Turnpike Road or the Tucker Hill area of Beaver Meadow Road because of wild parsnip.

Training:

All Public Works employees attended blood borne pathogens training at the fire station on Monday, December 2nd.

Generators:

The radiator on the generator at Town Hall had to be taken out and brought to B&R's Garage in Lebanon to be re-cored. We reinstalled the radiator and put new coolant in it. We also used a rust prevention additive. After that, we started it to make sure there were no leaks. Milton Cat came on December 27th to determine why the generator wasn't exciting itself. They found the problem to be the voltage regulator, so they installed a new one. They also reset the generator to test itself every Friday from 6:00 a.m. to 7:00 a.m.

On December 10th, Ben Tilden from Tilden Electric and Mike Koloski installed a new engine heater in the generator at Public Works.

Fire Extinguishers:

Simplex Grinnell was here and did the annual inspection of the fire extinguishers for Public Works and the Transfer Station.

Pending Projects:

- We will take down the woven wire at the Peisch Property as time permits.
- We will evaluate Truck #5 and submit a recommendation for replacing it.
- There are trees that broke off during last week's heavy snowstorm that we need to clean up.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

DECEMBER 2013 Monthly Report

Recreation Program Update: The following winter recreation programs are now set up for on-line registration: Tabata, TRX, Yoga, Fencing, Futsal and Senior Fitness. I also advertised them on our three local list serves.

Since our Summer Circus Camp 2014 filled up within three days (quota of 60 participants), I am trying to arrange another session if possible. Facilities and conflicts with other programs are the main challenging barriers, but I remain hopeful about extending the Circus Camp in Norwich.

Facilities: Thanks to much volunteer work from Karin Dwyer and Bob Burnham, the rink is up and running and has never looked better. Their private fund-raising brought in enough money to have a new water line and frost-free hydrant installed to simplify “The Hosers” jobs. We were also able to order a new liner. Some boards were donated to finish the project. Let the skating begin!

Meetings:

Our December Department Head meeting led by Neil was productive, as always.

Events:

The 12/19 Carol Sing at the Norwich Inn, post-pageant went very well. It was well attended on what was a beautiful night for it. Replacing Bobbye Donohue as our pianist was Liz Adams, who continued Bobbye’s tradition of excellence.

Miscellaneous: We have our monthly Recreation Council meeting on Wed., January 8th but if any Select Board members have questions for me about the FY ‘14/’15 Recreation budget I would be

happy to answer them anytime before January 8th. If my attendance is desired on January 8th I can try to be at both meetings as needed since it is right down the hall. I hope you will all support the proposed budget.

Happy 2014 to All!

Respectfully submitted by,

Jill Kearney Niles